

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1123

TITLE: DIRECTOR, OFFICE FOR WOMEN & DOMESTIC & SEXUAL VIOLENCE SERVICES

GRADE: E-06

DEFINITION:

Under direction of the Deputy County Executive for Human Services, oversees planning, policy, management, and administrative duties as director of the Office for Women and as staff to the Commission for Women; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is a managerial, single-position class involving responsibility for leading the activities of the Office for Women and providing staff support to the Commission for Women.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position job description.)

Manages the resources and supervises the personnel of the Office for Women;

Develops policies related to barriers to women within Fairfax County government and the community, submits these policies to the Board of Supervisors for review and executes approved policies;

Serves as staff to the Commission for Women, overseeing all administrative, budgetary and planning functions and providing guidance on policy issues presented by the Commission to the Board of Supervisors and other organizations;

Serves as liaison between the Commission for Women, Office for Women, senior management, the Board of Supervisors, business and education leaders, community-based organizations and citizens;

Serves as a resource to public, private or community organizations on issues related to women;

Takes a leadership role in building consensus and ensuring collaborative and cooperative efforts from all parties with an interest in women's issues;

Serves on boards and senior level task forces related to policy development and execution;

Leads strategic planning and development of goals, policies, programs, and outcome measurements for the Office for Women;

Acts as a mentor and catalyst to the professional staff of the Office for Women in their efforts to solve problems, develop policy and establish community linkages on women's issues;

Develops and presents or arranges for presentation of customized training for staff or other interested parties;

Directs public information and media contacts for the Office for Women;

Speaks at conferences and regional programs on career development, leadership, and a range of women's issues.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Knowledge of County, state, and federal policies and programs for women;

Knowledge of the general principles and policies of public administration and budgeting;

Ability to perform needs assessments for organizations and develop strategies to serve such needs;

Ability to lead and coach staff in technical analyses, program management, and training activities;

Ability to communicate and build working partnerships with a wide range of management levels and community groups;

Ability to analyze, synthesize and write policy related to women's issues;

Ability to articulate issues and positions of the Commission For Women.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited four-year college or university with a bachelor's degree in a related area; PLUS

Five years of progressively responsible work in management or public administration, with related experience in developing and administering programs for women and career development programs. A master's degree may be substituted for one year of required experience.

CERTIFICATES AND LICENSES REQUIRED:

None.

REGRADE: April 27, 2010

RETITLED: September 5, 2008

REVISED/REGRADED: January 26, 1998